



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

DATE: August 14, 2002

TO: School Food Authority Administrators

FROM: Christine Emerson, Director
School Nutrition Programs

RE: Submission of Free and Reduced-Price Applications by All Households

The National School Lunch Program, Afterschool Snack Program, School Breakfast Program, and Special Milk Program require that school food authorities inform households of the availability of the program(s) and how a household may apply for free and reduced-price benefits (7CFR 245.5).

While school officials are required to make families aware of the availability of free and reduced-price meals and may request that households apply, school officials may not require households to submit applications for free or reduced-price meal benefits. A school or school food authority wishing to acquire income information from all households with enrolled children must secure that income information through means other than the household's application for free or reduced-price school meal benefits.

If you have questions, please contact Holly Humphrey, School Nutrition Programs Specialist at e-mail: hhumphrey@state.mt.us or phone: (406) 444-4413.